CONCORDIA
UNIVERSITY

Audio-Visual Department

Service Directory

1982-83

audio visual

The Audio-Visual Department manages a broad range of installations, equipment and resources to service the Concordia community on both campuses according to standard policies and procedures.

The aim of the Department is to make available the latest and best developments in communications technology to enhance the effectiveness of the University in its academic, administrative, cultural, social and community activities.

The staff of the Audio-Visual Department request understanding and cooperation in observing a minimum of simple but essential ground-rules.

- At least 72 hours notice for booking facilities and softwares
- Proper University identification and authorization when withdrawing supplies or equipment
- Prompt return of loan materials on expiry of standard loan-periods or payment of overdue fines.
- Protection of University property from loss, breakage or damage
- Cooperation with Audio-Visual staff

Hours of Operation

Offices:	SGW	Monday - Friday	09:00-17:00	Tel: 4000
	LOYOLA	Monday - Friday	09:00-17:00	Tel: 576
Service Areas:	As indicated			

Equipment Depots

- Loans & reservations of portable equipment
- Sales of supplies and materials
- Production of xerox transparencies
- Classroom facilities
- Reporting of emergencies

SGW

Hall Building	Mon-Fri	08:30-23:00	H421	Tel: 4446
VA Building	Mon-Fri	09:00-12:00 14:00-18:00	VA042	Tel: 7387

Loyola

Admin. Building				
Monday - Thursday		08:30-22:30	AD04	Tel: 576
Friday		08:30-17:00		

Facilities Booking Centres

72 hours notice is compulsory on all bookings

- Preparation of exhibitions, displays, events
- Reservation of studios, fixed installations and facilities
- Scheduling of specialist operators and technicians on assignment
- Film projections and videotape playbacks
- Organization of cinema events

SGW

Hall Building			
Monday - Friday	10:00-16:00	H341	Tel: 4351

Loyola

Admin. Building			
Monday - Thursday	08:30-22:30	AD05	Tel: 576
Friday	08:30-17:00		

Film and Videotape Search and Bookings

72 hours notice is compulsory on all bookings

References:
Indexes and catalogues of films and videotapes, classified by subject and title.

Bookings:
Bookings of films and videotapes from Concordia collections and outside agencies.

Preview:
Reservations of screening rooms.

SGW

Hall Building	10:00-16:00	H341	Tel: 5974
Norris Library Non-Print (Reference only)	09:00-21:00	N422	Tel: 8182

Loyola

Vanier Library Non-Print	09:00-17:00	VL127	Tel: 365

Language Laboratories

- Scheduling of group access to language labs, modular tutorial lab and A-V classroom with T.V. Playback
- Individual access, on a casual basis, to lab programmes
- Duplication of authorized audio-tape recordings
- Sales and rentals of language programme recordings

SGW

Hall Building	08:45-21:30	H527	Tel: 5977

Loyola

Central Building	08:45-21:30	CC203	Tel: 576

Cinemas

- Theatrical presentation of films in all standard formats

SGW

Hall Building	H110	Tel: 4447
	H435	Tel: 5903
Visual Arts Building	VA114	Tel: 4476
Loyola - FC Smith Auditorium	FC	Tel: 619

Avista Workshops: Audio-Visual In-service Training Area

- Hands-on training in the use of AV equipment
- Do-it-yourself preparation and duplication of:
  - Slides, photographs, and transparencies
  - Art work and posters
  - Laminations and dry-mounts
  - Slide-tape presentations
- Audio tape editing
- Betamax and ½" videotape editing

SGW

2150 Bishop	09:00-17:00	K301	Tel: 8052

Loyola

Admin. Building	10:00-22:00	AD01	Tel: 576

Individual/Self-Paced Learning Centres

- Individual access to library collections of discs, audio and video tapes, multi-media kits, slides, film loops
- Use of carrels with audio, video and projection facilities
- Computer-assisted learning programmes

SGW

Norris Library Non-Print	N422	Tel: 8182
Science and Engineering Library Non-Print	H1031	Tel: 7338
AVD Modular Language Lab	H523	Tel: 5977

Loyola

Vanier Library Non-Print	VL127	Tel: 365

Technical Maintenance and Service

- Assessment and evaluation of new technology
- Technical consultation
- System design and installation
- Servicing and maintenance of AV equipment

SGW

Hall Building	08:00-18:00	H355	Tel: 8138

Loyola

Admin. Building	08:00-18:00	AD05-1	Tel: 576

Instructional Materials Development Production Unit

Specialist consultation, design, production and evaluation of audio-visual materials.

SGW

Hall Building	H339	Tel: 4424

Loyola

Admin. Building	AD01	Tel: 576

Audio

- Sound recording (voice, music, effects)
- Sound editing
- Sound mixing

SGW

Hall Building	H339	Tel: 4424

Loyola

Admin. Building	AD09	Tel: 576

Video

SGW

- Three-camera colour studio and ¾" editing

Loyola

- Studio/mobile colour equipment, Betamax editing facilities

SGW

Hall Building	H339	Tel: 4424

Loyola

Admin. Building	AD010	Tel: 576

Film

- Studio or location 16 mm cinematography with synchronized sound
- 16 mm film animation
- Film sound recording, transfers and mixes

SGW

Hall Building	H339	Tel: 4424

Loyola

Admin. Building	AD09	Tel: 576

Graphics

- Illustrations
- Technical and perspective drawing
- Maps, charts, diagrams, graphs
- Typographical design and layout
- Consultation

SGW

2150 Bishop	09:00-17:00	K201	Tel: 5849

Loyola

Admin. Building	10:00-22:30	AD01	Tel: 576

Photography

- Studio and location photography, black and white or colour
- Processing, contact printing, enlarging
- Slide production and duplication
- Toning, re-touching, restoration
- Graphic Arts camera stats (Loyola)
- Hands-on black and white darkroom facilities (Loyola)

SGW

Hall Building	09:00-17:00	H340	Tel: 5975

Loyola

Admin. Building	10:00-22:30	AD03	Tel: 576

Research and Development

- Consultation on research, development and evaluation of instructional design
- Experimentation in video computer-assisted learning
- Realization and evaluation of educational projects

SGW	H605-1	Tel: 4501
Loyola	AD05-2	Tel: 576

INDEX OF SERVICE	LOCATION	TEL.
Audio Duplication Service	LOY CC203	576
	SGW H527	5977
Audio Studios/Bookings	LOY AD05	576
	SGW H341	4351
Audio Tape and Cassette Sales	LOY AD04	576
	SGW H421	4446
Audio Tape Recorder portable	LOY AD04	576
	SGW H421	4446
Audio-duplication 'Do-it-yourself' AVISTA	LOY AD07	576
	SGW K301	8052
Auditoria/Cinema; Room Bookings	LOY FC003-2	524
	SGW H102	4586
Auditoria Emergency Services	LOY AD04	576
	SGW H421	4446
Auditoria Services/Equipment Bookings	LOY AD05	576
	SGW H341	4351
Auditoria, Projection Booths	LOY FC005-1	619
	SGW H110	4447
	SGW H435	5903
	SGW VA114	4476
AVISTA	LOY AD01	576
	SGW K301	8052
AVISTA Classroom	LOY AD010	576
Bookings Film & Video Tape	LOY VL127	365
	SGW H341	5974
Bookings Equipment and Facilities	LOY AD04	576
	SGW H341	4351
British Information Service Films	SGW H341	5974
Cameras, Video, Photographic Graphic arts, Film, Still, Bookings	LOY AD04	576
	SGW H341	4351
Catalogues, Film & Videotape	LOY VL127	365
	SGW H341	5974
	SGW N422	8182
Cinemas H110	SGW H110	4447
H435	SGW H435	5903
VA114	SGW VA114	4476
FC Smith	LOY FC	619
Vanier	LOY VL101	
Classroom (Acad. Room Bookings)	SGW C523	5951
Classroom (Non Acad) Room Bookings	LOY FC003-2	524
	SGW H102	4586
Classroom (AVISTA)	LOY AD010	576
Classroom Equipment and Facilities	LOY AD04	576
	SGW H341	4351
Classroom Emergencies	LOY AD05	576
	SGW H421	4446
Cassettes: Audio, Video, Sales	LOY AD04	576
	SGW H421	4446
Cassettes (Video) Equipment Bookings	LOY AD04	576
	SGW H341	4351
Collections-Media	LOY VL127	365
	SGW H341	5974
	SGW H1031	7338
	SGW N422	8182
Computer Assisted Learning	SGW H527	5977
Conference/Preview Room	LOY AD06	576
Darkrooms-AVISTA	LOY AD03	576
	SGW K301	8052
Depots, Portable Equipment	LOY AD04	576
	SGW H421	4446
	SGW VA042	7387
Design and Installation, Equipment	LOY AD05-1	576
	SGW H355	8138
Equipment, Bookings	LOY AD04	576
	SGW H341	4351
Equipment Pick-up (See Depots)		
Emergency Calls	LOY AD05	576
	SGW H421	4446/4000
Film Catalogue	LOY VL127	365
	SGW H341	5974
Film & Video Preview, Bookings	LOY VL127	365
	SGW H341	5974
Film Projection	LOY AD05	576
	SGW H341	5974/ 4351
Film, Cinemas (See Cinemas)		
Film Sound, Transfer, Mixing, Studio D	SGW VA048	4435
Film Inspection	SGW H344	5974
	LOY VL127	365
Film Stock, Sales	SGW H421	4446
	LOY AD04	576
General Enquiries	LOY AD05	576
	SGW H399	4000
Graphics - Production	SGW K201	5849
- AVISTA	LOY AD01	576
- AVISTA	SGW K301	8052
Graphic Arts Camera	LOY AD03	576
Group Instruction Language Labs	LOY CC203	576
	SGW H527	5977

HOURS OF OPERATION

LOYOLA

Mon. - Thurs. 08:30-22:30
Friday 08:30-17:00

SGW

Mon. - Fri.
Academic Services 08:30-22:30
Bookings 10:00-16:00

Inspection, Film (See Film Inspection)		
Individual Learning Centres	LOY CC203	576
	LOY VL127	365
	SGW H523	5977
	SGW N422	8182
	SGW H1031	4183
Information	LOY AD05	576
	SGW H399	4000
Installation & Maintenance	LOY AD04	576
	SGW H355	8138
Language Laboratories	LOY CC203	576
	SGW H527	5977
Language Tape Sales	LOY CC203	576
	SGW H527	5977
Lighting Equipment	LOY AD04	576
	SGW H421	4446
Location Photography	LOY AD01	576
	SGW H340	5975
Location - Sound Recording	LOY AD09	576
- Video Recording	LOY AD010	576
	SGW H341	4351
Library,Film & Video Tape	LOY VL127	365
	SGW H341	5974
	SGW N422	8182
Mixing Sound (See Studios)		
Maintenance Emergencies	LOY AD04	576
	SGW H421	4446
	SGW H355	8138
Modular Lab	SGW H523	5977
National Film Board Collection	SGW H341	5974
Non-Print Libraries	LOY VL127	365
	SGW N422	8182
	SGW H1031	7338
Overhead Projectors - Materials	LOY AD04	576
Portable, Classroom Installations	SGW H421	4446
Photography Production	SGW H340	5975
AVISTA	LOY AD03	576
AVISTA	SGW K301	8052
Photographic Materials	LOY AD04	576
	SGW H421	4446
Photographic Processing		
-Limocolor/Pamar	LOY AD05	576
-In-house	SGW H421	5975
-Darkrooms (B & W)	LOY AD03	576
Production Units Information Television, Sound, Photography, Graphics	LOY AD05	576
	SGW H339	4424
Projection Equipment	LOY AD04	576
	SGW H421	4446
Projection Equipment - Bookings	SGW H341	4351
Processing, Photographic (See Photographic Materials)		
Public Address Equipment	LOY AD04	576
	SGW H341	4351
Photocopying Xerox	LOY AD04	576
	SGW H421	4446
Photographic Copying	SGW H340	5975
AVISTA	LOY AD01	576
AVISTA	SGW K301	8052
Preview Rooms (See Viewing Rooms)		
Record Players (See Depots)		
Research and Development	SGW H605-1	4501
Reservations	LOY AD05	576
	SGW H341	4351
Room Bookings (Non Academic)	SGW H102	4586
Conference Centre	LOY FC003-2	524
Room Bookings - Academic Scheduling	SGW C523	5951
Room, Viewing (See Viewing Rooms)		
Slide Copying Photography	SGW H340	5975
AVISTA	LOY AD01	576
AVISTA	SGW K301	8052
Slide Projectors (See Depots)		
Sound Studios (See Studios)		
Sound Equipment Bookings	LOY AD04	576
	SGW H341	4351
Sound Effects (See Studios/ Non-Print Libraries/AVISTA)		
Servicing & Maintenance	LOY AD04	576
	SGW H355	8138
	SGW H421	4446/4000
Self-Operate Production Facilities (See AVISTA)		
Studio A Television	SGW H0029	5959
B General Purpose	SGW H423	
C Sound	SGW H029	5959
D Film Sound	SGW VA048	4435
Loyola Sound	LOY AD09	576
Loyola Video	LOY AD010	576
Television Equipment - Bookings	LOY AD04	576
Television Equipment & TV Studio Bookings	SGW H341	4351
Tape Recorders (See Depots)		
Television Studios (See Studios)		
Television Production Unit	SGW H339	4424
Transparencies Xerox	LOY AD05	576
	SGW H421	4446
Viewing Rooms	LOY AD06	576
	LOY VL127	365
	SGW H419	4446
	SGW H343	5974/4351
	SGW VA043	7387
	SGW N422	8182
Video Editing	LOY AD07	576
	SGW K301	8052
Video Tapes Sales	LOY AD04	576
	SGW H421	4446
Xerox Transparencies	LOY AD05	576
	SGW H421	4446